Purpose

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Use this procedure to delete a Travel Request that has been rejected.

Trigger

A Travel Request has been rejected and needs to be deleted,

Prerequisites

- A Travel Request exists for the employee.
- Employee is able to log into the ESS portal.

Menu Path

There is no menu path for actions taken in the portal.

Transaction Code

Portal

Helpful Hints

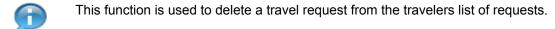
None

Procedure

1. Start the transaction using the menu path or transaction code.



2. Click the Employee Self-Service tab Employee Self-Service





3. Click the My Travel and Expenses tab My Travel and Expenses



4. Click the My Trips and Expenses label My Trips and Expenses



- 5. Click the All My Travel Requests label to view your Travel Requests.
- 6. Select the **Travel Request** you want to delete by clicking the **Gray Box** next to the correct Trip. For this example, select **Trip Number 199**.
- 7. Click the **Delete** button Delete D



- 8. Click the **Delete** button Delete
- 9. Click the Exit button Exit.

Result

You have successfully deleted a Travel Request that has been rejected.